

**M e m o r a n d u m**

Date: November 19, 2009

To: Crescent City Area  
Attention: Lieutenant J. R. Lapthorne

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.015989.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on October 13, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 284 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  5 percent error rate provided a total sample size of 51 items. Each OPI inventory list was stratified (c) and the results rounded up to the next whole number (d) to ensure all inventory lists were proportionally represented in the statistically-valid sample.

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
<b>ICU Decals</b>	113	39.79%	20.29	21
<b>Telecommunications</b>	101	35.56%	18.14	19
<b>Fleet</b>	14	4.93%	2.51	3
<b>Weapons</b>	56	19.72%	10.06	11
<b>Total</b>	284			54

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 47 of the 54 items were located. Five items were unavailable for inspection due to employees being out of the office; one item was transferred by way of a Credit

***Safety, Service, and Security***

Memo – Equipment, CHP 266; and one item was reported to have been returned to Fleet Operations (a Motor Vehicle Assignment and Transfer, CHP 57, was not available at the time of the inspection to verify this transfer). Furthermore, one of the 47 located items requires a correction be made to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 47 of the 50 items reconciled. Two items were not listed on the appropriate OPI inventory lists and one item requires a correction be made to the command's property records. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by February 19, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

  
M. C. A. SANTIAGO, CIG  
Assistant Commissioner







Attachments

cc: Office of the Assistant Commissioner, Field  
Northern Division  
Fiscal Management Section  
Telecommunications Section  
Office of the Academy  
Office of Inspections

# ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
CRESCENT CITY AREA  
OCTOBER 13, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Router	130530				X		CHP 266 issued and attached to report.
Mobile Radio	R40717				X		Returned to Fleet Operations. CHP 57 required.
Mobile Repeater	R45345					X	Vehicle locked. Repeater unavailable for inspection.
Mobile Repeater	R45358			X			Defective. Removed from vehicle 1270746.
Hand-Held Radio	R66461					X	Officer not on-duty at time of inspection.
Mobile Repeater	R44595			X			Change license plate from C1006P to 1270746. Asset number removed from Oracle. Add to inventory. Reassign asset number.
Scanner	R39807		X				Currently assigned to Fleet Operations. CHP 57 required.
Mobile Radio	R58193		X				
						X	Officer on vacation.
						X	Officer not on-duty at time of inspection.
						X	Officer on vacation.

# ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL  
2009 ICU PROPERTY RECORD INSPECTION REPORT  
CRESCENT CITY AREA - 120**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>								
1 105471	CASSETTE RECORDER BI-85P0120D7004	S01-0036877	X					
2 105837	PRINTER/FOR PAS DEVICE	939950001	X					
3 108360	TIMER REACTION ELECTRONIC HAND-HELD		X					
4 110471	RADAR TRAFFIC MOUNTED	040166	X					
5 115377	RADAR UNIT	042802	X					
6 115530	RADAR, VEHICLE	043301	X					
7 125020	BREATH ANALYZER	047779	X					
8 130530	ROUTER	FHK072520LD				X		CHP 266 issued and attached to report.
9 137285	LIDAR, HANDHELD	UX015916	X					
10 141037	FILE SERVER	2UX54101W5	X					
11 141400	LAPTOP	0035965101	X					
12 141404	LAPTOP	0035965102	X					
13 141757	LAPTOP	0036040792	X					
14 142659	CAMERA	3221455	X					
15 142727	WHEEL BALANCER	0602307816	X					
16 151615	COMPUTER	2UA7230H3T	X					
17 153028	BREATH ANALYZER SYSTEM PAS DEVICE	90102807-82	X					
18 163867	CAMERA DIGITAL		X					
19 164099	COMPUTER	MXL8320B3B	X					
20 164127	COMPUTER	MXL8320B3M	X					
21 86455	CAMERA SURESHOT	3445388	X					

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL  
2009 ICU PROPERTY RECORD INSPECTION REPORT  
CRESCENT CITY AREA - 120**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>EQUIPMENT TO INVENTORY LIST</b>								
1	120672	PRINTER	USBB405562	X				
2	133660	FAX MACHINE	U60283K4J136423	X				
3	137377	HAND HELD RADAR UNIT	AS001222	X				
4	137378	HAND HELD RADAR UNIT	AS001210	X				
5	141756	LAPTOP	0036040784	X				
6	142002	COMPUTER	2UB54308L8	X				
7	145308	SWITCH	FOC1025X7T4	X				
8	149812	PRINTER LASERJET	CNRXG60107	X				
9	151611	COMPUTER	2UA7230H66	X				
10	151619	COMPUTER	2UA7230H6T	X				
11	154986	PRINTER	CNRXY16348	X				
12	154987	PRINTER	CNBC7820QY	X				
13	162054	ROUTER	FTX1221Z1GE	X				
14	162054	ROUTER	FTX1221Z1GE	X				
15	86456	CAMERA SURESHOT	3445389	X				
16	XRR0236	ALCOHOL SCREENING DEVICE/CASE P037047	18081	X				

**LEGEND**

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# ATTACHMENT C



**CALIFORNIA HIGHWAY PATROL**  
**2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**CESCENT CITY AREA - 120**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>										
1	F1868	Generator		H850775152	X					
2	R40717	Mobile Radio	1239646	9523568				X		Returned to Fleet Operations. CHP 57 required.
3	R40868	Mobile Radio	1270746	9523071	X					
4	R42471	Mobile Radio		1270445	X					
5	R43628	Mobile Radio		1270358	X					
6	R45345	Mobile Repeater	1183660	7629343		X				Unavailable for inspection.
7	R45358	Mobile Repeater		7629151	X				X	Defective. Removed from 1270746. Remove license number.
8	R52186	Base Station - rack type		301CPG0025	X					
9	R54042	Scanner	PER AT	45006779	X					
10	R62787	Hand-Held Radio	14951	AREI 2008	X					
11	R62788	Hand-Held Radio	12907	402AWW4821	X					
12	R62816	Hand-Held Radio	14945	402AWW6077	X					
13	R66461	Hand-Held Radio	17248	402AWY9166		X				Unavailable for inspection.
14	R70383	Battery Charger - Radio			X					
15	R77699	Control Head - Mobile			X					
16	R85291	Control Head - Mobile	C2684F	1171656	X					
17	R87811	Citizen Band Radio		26011551	X					
18	R90201	Scanner	1249975	A125 AI-08	X					
19	R97733	Cellular Telephone		17154BB2	X					

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**CALIFORNIA HIGHWAY PATROL  
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT  
CESCENT CITY AREA - 120**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
<b>EQUIPMENT TO INVENTORY LIST</b>										
1	F2446	Transfer Switch		G960611939	X					
2	R41014	Mobile Radio	435010	9523002	X					
3	R44296	Mobile Repeater	1249975	7553367	X					
4	R44595	Mobile Repeater	1270746	7553412	X				X	Change license plate from C1006P to 1270746.
5	R45820	Mobile Repeater		7739031	X					
6	R46156	Mobile Repeater		7730878	X					
7	R53150	Scanner		95003287	X					
8	R56955	Base Station - rack type		1409131	X					
9	R57720	Control Head - Mobile	C1006P		X					
10	R57845	Control Head - Mobile	1248476		X					
11	R63131	Hand-Held Radio	11785	402AWW6018	X					
12	R74520	Scanner	1270746	75002081	X					
13	R75687	Control Head - Mobile	1270746	CHP57	X					
14	R76003	Telephone System			X					
15	R82103	Announcer - Telephone		announcer	X					
16	R93970	Scanner		1270445	X					
17	R93984	Scanner		1270358	X					
18	R97998	Control Head - Mobile	1270358		X					
19	R98586	Control Head - Mobile		1270445	X					

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**CALIFORNIA HIGHWAY PATROL  
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT  
CESCENT CITY AREA - 120**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
<b>EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)</b>											
20	R39807	Scanner	C1006P	E435010				X			Asset number removed from Oracle. Add to inventory. Reassign asset number.
21	R58193	Mobile Radio						X			Currently assigned to Fleet Operations. CHP 57 required.
...											

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# ATTACHMENT D

**CALIFORNIA HIGHWAY PATROL  
2009 FLEET INSPECTION  
CRESCENT CITY AREA - 120**

ATTACHMENT D

	EQUIPMENT ID	LICENSE NUMBER	MANUFACTURER	MODEL	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>										
1	1270358	1270358	Ford	CRNVIC	X					
2	1270770	1270770	Ford	CRNVIC	X					
3	T374	1966	Ver-Mac	Radar	X					
...										
<b>EQUIPMENT TO INVENTORY LIST</b>										
1	1249975	1249975	Ford	CRNVIC	X					
2	1270445	1270445	Ford	CRNVIC	X					
3	1270746	1270746	Ford	CRNVIC	X					
4	C1006P	E435010	Chevy	PU	X					
5	C2772F	1183660	Dodge	PU4X4	X					
...										

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# ATTACHMENT E

Officer Issued Weapons

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
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<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
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Issued to officer:

Department of California Highway Patrol  
Complete Area Inventory  
120 - Crescent City

September 25, 2009

Officer Issued Weapons Total: [REDACTED]

Area Issued WeaponsSer#Control#CommentsIssued to Area/DivisionSer#Control#CommentsIssued to Area/Division: [REDACTED]Ser#Control#Comments



Department of California Highway Patrol  
Complete Area Inventory  
120 - Crescent City

September 25, 2009

Ser#Control#Comments

[REDACTED]

✓

[REDACTED]

✓

[REDACTED]

Issued to Area/Division

Ser#Control#Comments

[REDACTED]

[REDACTED]

✓

[REDACTED]

[REDACTED]

Issued to Area/Division:

[REDACTED]

Issued to Area/Division

Ser#Control#Comments

[REDACTED]

[REDACTED]

✓

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

✓

✓

Issued to Area/Division:

[REDACTED]

Ser#Control#Comments

[REDACTED]

Issued to Area/Division:

[REDACTED]

Area Issued Weapons Total:

[REDACTED]

Department of California Highway Patrol  
Complete Area Inventory  
120 - Crescent City

Attachment E

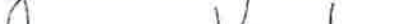
September 25, 2009

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Area Grand Total:



ROUTER / GLD / NEW

FROM: (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Crescent City Area	120	Jeanne Vaughn	9/30/09
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Information Technology Section	041		
SHIPPED VIA <input type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify) _____		DRIVER'S SIGNATURE 	

James Vaughan

Destroy Previous Editions

**Item Number**

**Look up by**

☒ **Tag #**   ☐ **Serial #**

**Look up**

**Asset Information**

**Asset #** R58193

**SN** 9935055

**Model #** N9B04-SP

**Description** TRANSMITTER RADIO MOBILE P038195

**Vendor Name**

**Warranty End**

**Asset Key** TRANSMITTER RADIO MOBILE P038195.N9B04-SP.NONE

**Location** 074.00.00.0

**Vehicle #** MISSING

**Assigned to Vehicle LC#** AAI-08